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Rock Island Arsenal
1 Rock Island Arsenal
Rock Island, IL 61299-5000

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Force Protection

ROCK ISLAND ARSENAL (RIA) PROGRAM FOR FIRE AND EMERGENCY SERVICES

Applicability. This regulation is applicable to RIA; Headquarters AFSC; all tenant activities; all residents of RIA family housing, unaccompanied personnel housing (UPH), and barracks; and all contractor(s) as specified by contractual requirements.

Proponent. The proponent of this regulation is the RIA Force Protection Directorate, AMSTA-RI-FP. Users are invited to send comments and suggested improvements to AMSTA-RI-FPF, Rock Island Arsenal, 1 Rock Island Arsenal, Rock Island, IL 61299-5000.

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Supersession Notice. *This regulation supersedes RIAR 420-2, August 2003.

((signed))
MIKE G. MULLINS
Colonel, OD
Commanding

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Chapter 1

INTRODUCTION

1-1. Purpose. This regulation prescribes the responsibilities of the Installation Fire Marshal and Installation Fire Chief; Area and Building Marshal/Wardens; all military and civilian personnel, including contractors engaged in work at RIA; and all residents of RIA Family Housing/Bachelor Enlisted Quarters (BEQ); and sets forth instructions for reporting fires at RIA, guides for prevention of fires, and policy regarding dispatching of fire fighting equipment and personnel to emergencies.

1-2. Responsibilities.

a. The Installation Fire Marshal, Director, Directorate of Public Works, AMSTA-RI-PW, IAW AR 420-90, paragraph 1-5d, is responsible for the organization and coordination of fire protection and fire prevention activities on RIA and is directly responsible to the RIA Commander, AMSTA-RI-GM, and will act for him/her in the execution of all phases of fire protection.

b. The Fire Chief, RIA Fire and Emergency Services Division, AMSTA-RI-FPF, Force Protection Directorate, is the technical advisor in all matters relating to fire prevention and protection. The Fire Chief is the authority having jurisdiction in application of the National Fire Codes on RIA and will direct the RIA Fire Department (RIAFD). In the event of fire, the Fire Chief, or in his/her absence, the highest-ranking fire officer on duty, will have full charge of fire operations. The Fire Chief will have the authority to request any equipment and/or assistance from any employee to perform such duties as deemed necessary. The Fire Chief will be responsible for the following duties:

- (1) Organization and training of the marshal/wardens.
- (2) Inspection of buildings and areas to detect and eliminate fire hazards.
- (3) Briefing all contractors doing work on the installation on all fire safety regulations.
- (4) Making recommendations to the installation fire marshal for necessary projects to improve fire prevention and protection.
- (5) Reviewing projects for adequacy of fire protection and also reviewing all organizational relocation plans prior to any move for proper fire safety measures.
- (6) Conducting periodic fire exit and eviction drills.
- (7) Making direct contact with photographer to obtain necessary investigation photographs.

c. Directors and supervisors will cooperate with the fire department in the appointment of marshal/wardens.

d. Division Chiefs will become aware of disabled employees in their areas and assign personnel to assist disabled employees during evacuation.

e. Area marshal/wardens (individuals selected from each major activity or organization) will be supervised by the Fire Chief with duties to include:

(1) Attendance at monthly meetings in building 103, 3rd floor, Baylor conference room.

(2) Appointment of building marshals/wardens and alternates and the keeping of an up-to-date roster.

(3) Enforcement of fire regulations and taking action to initiate corrective measures for infractions.

(4) Distribution of instructions, fire prevention literature, etc.

(5) Making monthly inspections of their areas.

(6) Conduct periodic meetings with all marshal/wardens in the area.

f. Building marshal/wardens (individuals selected from each building) will be supervised by the area marshal/wardens, with duties to include:

(1) Appointment of assistants and alternates and assignments of specific duties to ensure adequate supervision of all evacuations.

(2) In the event of an evacuation, take charge of all matters pertaining to the evacuation of personnel in their buildings.

(3) Development, posting, and distribution of detailed guidance and evacuation plans to all personnel in the building.

(4) Reporting of any irregularities or deficiencies in their buildings, either in writing or orally, to the area marshal/warden.

g. Floor marshal/wardens (individuals selected from each floor or physical division within a building) primary objective will be the safe evacuation of all personnel, and will be supervised by the building marshals/wardens, with duties to include:

(1) Acquainting himself/herself with employees with physical handicaps.

(2) Instructing all personnel in his/her area of the location of all exits and of the exits assigned to them.

(3) Appointment of at least one male and one female searcher to check restrooms and other rooms in which the evacuation alarm may not have been heard.

(4) Instructing all employees in the proper use of fire extinguishers within the area.

(5) Inspection of his/her area at the close of business to detect and eliminate any fire hazard or defective fire equipment. Report all deficiencies to the building marshal/warden.

(6) Reporting all defective exit lights to the Public Works Work Order Desk, AMSTA-RI-PWB (extension 22387).

(7) Visual inspection of fire extinguishers in his/her area on the first working day of each month.

h. The Force Protection Directorate, Law Enforcement & Physical Security, AMSTA-RI-FPL, will be responsible for traffic control and will assist the fire department in their investigation of fire causes. AMSTA-RI-FPL will dispatch sufficient personnel to fire scenes to:

(1) Clear the route to the fire, stop all traffic in the fire area, and limit entry to the fire area only to fire department apparatus, the Commander, and utility vehicles requested by the fire department, until notified by the Fire Chief that the fire emergency is over.

(2) Provide security of the building involved, and of any contents remaining in the building or removed from it.

(3) Assist the fire department, on request, in the handling, holding, segregating, and interrogating of witnesses.

i. The RIA Public Affairs Office, AMSTA-RI-GM-PA, will be notified as soon as possible by the fire department's officer-in-charge in the event of a fire. No statements will be made to the media without first clearing with AMSTA-RI-GM-PA.

j. Individuals are responsible for the following:

(1) Upon discovering a fire or evidence that a fire has occurred, reporting or having it reported to the fire department (reference paragraph 1-4 below) without delay, unless he/she has positive information that the fire has been reported.

(2) Exercising precautions and judgment in their own acts and duties. Lack of instruction or warning concerning fire hazards will not excuse acts involving conditions, practices, or materials commonly recognized as dangerous.

(3) When in a supervisory capacity, being directly responsible for maintaining the area in which their employees operate IAW this regulation; for instructing employees in safe operating practices and advising them of applicable portions of this and other fire regulations; and for recognizing hazardous conditions not specifically covered in this regulation and removing or reducing the danger.

(4) When occupying Government quarters with minor children in their charge, persons are liable in any case where it can be shown that if reasonable precautions were not taken to prevent damage to the property (by such children) through fire, or that reasonable discipline and control against fire were not exercised.

(5) Upon receipt of verbal or written notice of a hazardous condition, making the correction required. In the event corrective action cannot be accomplished in the amount of time given, or the directive is unreasonable or impractical, a request for additional time or a re-inspection will be made in writing to the Fire Chief.

1-3. Policy.

a. In the absence of requirements or recommendations in applicable current Army regulations, technical manuals, and directives, the mandatory provisions of the National Fire Protection Association (NFPA) and National Fire Codes will be used. Other advisory fire prevention publications may also be used as guides.

b. A written Reciprocal Mutual Aid Agreement is in effect between RIA and the cities of Davenport, Iowa; Rock Island and Moline, Illinois; and the Metropolitan Airport Authority.

1-4. Fire or Other Emergency Reporting.

a. Giving the alarm. If only one person is present, sound the alarm and go outside to direct firefighters to the scene. If two or more persons are present, one person should sound the alarm and the other should attempt to extinguish the fire (if it does not endanger his/her safety). Reporting will be as follows:

(1) Ordinary Telephone Reporting. Every telephone (except pay telephones and quarters or commercial telephones) on the installation may be used to report a fire or emergency by dialing 911. Give name, location, and nature of emergency. Speak clearly and slowly, and DO NOT hang up until instructions are confirmed.

(2) Quarters Telephone or Commercial Telephone. Dial 788-6534 for the RIA Fire Department or 911 (will reach the City of Rock Island Emergency Dispatch Center) and give the information as stated in (1) above.

(3) Manual Fire Alarm Boxes. To sound the alarm, follow instructions on the box then go outside to direct the fire department to the exact location.

b. The Fire Chief is responsible for determining when a fire has been extinguished; therefore, all fires will be reported for action to the fire department to relieve the individual having knowledge of the fire from responsibility. All fires will be reported even if the fire was out at time of discovery, or extinguished by the individual.

c. Personnel will not remove or destroy evidence, or perform salvage or cleanup operations at the fire scene until clearance is obtained from the Fire Chief/Assistant Fire Chief and AMSTA-RI-FPL.

1-5. Fire Extinguishers.

a. Fire extinguishers have been placed in convenient and necessary locations by the fire department IAW NFPA regulations, and they will not be

relocated or removed for any reason, except a fire, without prior approval of the Fire Chief.

b. Upon any occasion when a fire extinguisher is discharged, it is the responsibility of the individual who uses the extinguisher to see that the fire department is notified at once and provided with complete details relative to use. If any fire extinguisher is found to be empty or defective, the fire department will be notified at once.

c. In dead storage, seldom entered areas, and buildings where fire extinguishers have been removed, work crews entering such areas or buildings will carry appropriate fire extinguishers along with their other working tools and equipment.

d. All Government vehicle operators will inspect mounted fire extinguishers daily.

e. Private contractors working on RIA must furnish their own fire extinguishers and these will be inspected and approved by the fire department.

f. All building fire extinguishers, including those on motor vehicles and material handling equipment, will be inspected and approved by the fire department.

1-6. Building Evacuations.

a. All employees in a building where a fire is located will leave the building immediately upon instructions of the marshal/warden or upon sounding of a fire evacuation signal. Evacuation signal will be a continuous tone.

b. Secure all classified material.

c. Walk - Do Not Run.

1-7. Evacuation Drills.

a. Evacuation drills will be conducted in coordination with fire department personnel.

b. Evacuation drills will be held in areas prescribed by the RIA Commander when the number of persons and structural configurations warrant.

c. Normal evacuation drills will be held only in conjunction with Fire Prevention Week activities or other special exercises.

1-8. Fire Inspections.

a. Inspections will be conducted by fire department personnel. The intervals will be scheduled IAW AR 420-90.

b. When practical, the floor marshal/warden or area supervisor will accompany the fire department inspectors to assist them and to facilitate any corrective action, as required.

(1) The director/office chief will take corrective action to meet compliance with this or other applicable regulations.

(2) The director/office chief will have 10 working days to meet compliance requirements and request re-inspection of the area by fire department personnel.

(3) Fire prevention reports will be forwarded to the RIA Commander when compliance requirements are not met within prescribed time period.

Chapter 2

FIRE PREVENTION - GENERAL

2-1. Housekeeping. Performance of good housekeeping is the responsibility of all persons.

a. Metal cans with covers, properly identified, will be used to deposit refuse such as papers, rags, paper towels, etc. Metal wastebaskets should be used in office areas. Building refuse and discarded material will be removed from inside and from around buildings daily.

b. Trash will not be allowed to remain in any building overnight except for material placed at designated areas. Small quantities may be placed in open-top, solid side and bottom, metal containers pending removal during the day. Larger quantities will be placed in covered metal containers if held in the building during the day.

c. Trash and litter and personal property will not be permitted to accumulate on the floors, around or under workspaces or work stations.

d. Paper, reports, printouts, computer cards, and other materials will be filed or stored properly. These materials will not be stored on top of files, storage cabinets, on floors, or under office furniture. Desktops will be cleared at the end of each workday; personal items should be limited to prevent obstruction of inspections or egress.

e. Material available for recycling program will be placed at designated areas only.

f. Unused or damaged furniture and equipment will be turned in for repair or removal. Furniture/equipment awaiting turn-in or removal will not be placed in aisles or where it will otherwise hinder safe egress from the building.

g. The user has the responsibility for removal of all shipping/packaging materials, computer boxes, etc.

h. Waste baskets will not be used for discarding of smoking materials.

2-2. Paint Shops and Painting.

a. Painting, other than that of structures or street surfaces, will be done only in areas designated and approved for such work.

b. Spray painting (including the use of pressurized containers) will be permitted only in properly equipped spray-painting rooms, outside of buildings, or areas where properly approved.

c. Spray-painting rooms, paint rooms, and equipment will be thoroughly cleaned at the close of each day's work. Filters in paint booths will be replaced as needed.

d. All used paint rags will be kept in tightly covered metal containers. Containers will be emptied at the end of each workday.

e. Waste masking paper will be removed from the building at the close of each shift.

f. Brushes, unless clean and dry, will be kept in metal-lined or all-metal cabinets with self-closing tops.

g. Empty paint containers will be disposed of daily.

h. All spills will be cleaned up immediately. Benches, floors, and all equipment will be cleaned of paint accumulation daily.

i. Thinning and cleaning solvents, not in immediate use, will be limited to a 1-day supply and kept in approved containers, and stored only in an approved area.

j. Sprinkler heads, within spraying enclosure, will be kept free of paint accumulation by loosely covering them with a thin plastic bag, such as a sandwich bag, to protect them from the paint over spray. The bags can be fastened to the sprinkler heads with rubber bands and should be replaced when they become coated with paint.

2-3. Carpenter and Crafting Shops.

a. Sawdust and other dust accumulation will be swept from table saws, band saws, electric sanders, rafters, truss members, and other locations where it may tend to accumulate.

b. Dust collection bags and other waste receptacles will be emptied at the close of each workday.

c. The entire shop will be rendered broom clean before closing each day.

d. Excelsior and similar highly flammable packing materials will be kept in approved containers.

e. Storage and handling of lumber will be IAW National Fire Codes.

2-4. Maintenance Shops. Shops will be maintained in a neat and orderly condition at all times. Trash and waste material from any given job will not be allowed to accumulate. Work sites will be cleaned at the end of each work shift.

a. All rags and paper towels will be handled in the proper manner.

b. Metal containers with self-closing lids will be used for dirty rags.

c. Metal trash cans only will be approved for maintenance areas.

2-5. Warehouses.

a. All warehouse storage will be in strict compliance with National Fire Codes, Standards 231, 231a, and 231c.

b. Fire aisles and access aisles leading to the controls of automatic

fire protection equipment, sprinkler systems, and electrical panels, will be provided with a 3-foot clearance aisle, and will be kept unobstructed at all times.

c. Signs designating fire extinguishers, manual fire alarm boxes, and control valve locations will be kept clear and unobstructed at all times.

d. In no case, where the building is equipped with an automatic sprinkler system, will materials be stacked within 18 inches of any sprinkler heads on a level plane. If the stacks are over 15 feet high, then the clearance from the sprinkler head must be increased to 36 inches.

e. In warehouses equipped with automatic fire alarms or sprinkler systems, alterations to the building will be made only after provisions for proper modification of the fire protection systems have been made and approved by the fire department, prior to alterations.

f. Persons in charge of warehouse operations will notify the fire department when unusually large quantities of hazardous materials are received or are to be stored for an extended period of time.

g. In sprinkled warehouses, idle wooden/plastic pallets will be stored in areas approved by the fire department. Excess pallets will be removed to outside storage no more than 6 feet in height with 4-foot separation of stacks.

h. A 36-inch space is required around firewall door openings in all cases, also access to electrical panels, fire alarm pull stations, sprinkler systems and access doors to utilities must be maintained.

2-6. Storage (Other Than Regularly Designated Storage Areas or Buildings).

a. Storage of any type is prohibited in furnace or boiler rooms, transformer rooms or vaults, water heater closets, or mechanical equipment rooms.

b. All stored materials will be kept neatly arranged at all times.

c. Storage areas will be selected for maximum protection of the items stored from any source of ignition.

2-7. Storage of Ammunition and Explosives (Industrial). Storage of ammunition and explosives will comply with the requirements of AMCR 385-100. Fire symbols and placarding requirements stated therein will be fully adhered to. The fire department will be notified immediately of posted symbols, placards, etc., regarding these items and any changes thereto.

2-8. Building Alterations or Office Movements.

a. Floor layouts and occupancy load will be submitted through AMSTA-RI-PW to AMSTA-RI-FPF for approval of all interoffice/office relocation moves.

b. Alterations or additions of bins, decking, or shelving will not be done in buildings without written approval of the Installation Fire Chief on DA Form 4283.

c. Structural alterations or additions (walls, partitions, enclosures, paneling, etc.) will not be done without written approval of the installation fire marshal. Permanent structural changes will be within the building's general fire classification.

d. All door and window hardware will be kept in good working condition.

e. Low density fiberboard wall panels and plywood will not be installed as an interior finish.

f. Oil base paint, enamel, and varnishes, having a flame spread rate of 25, will not be used to paint stairwells or exit hallways.

2-9. Idle Pallet Storage.

a. Idle pallet storage introduces a severe fire potential. Stacking idle pallets in piles is the best arrangement for promoting the rapid spread of fire, heat release, and complete combustion. To reduce the large accumulation and the related fire risk of idle pallets, storage areas will be designated with the capacity limits posted by the fire department in conjunction with the user's needs.

b. When pallets are emptied or are no longer needed in administrative areas, the user will be responsible for moving empty pallets to a designated pallet pickup area. Idle pallet pick up areas are designated by AMSTA-RI-FPF, telephone number 782-2911.

c. Idle pallet storage in industrial areas will not exceed the number needed for daily operations. Wooden pallets and plastic pallets will not be stored together in any manner. Idle wood pallet storage in industrial areas will be limited to four stacks not more than 6 feet high. Idle plastic pallets will be two stacks no more than 4 feet high. Pallet piles will be separated 8 feet clear space or by 25 feet when commodities are stored between piles. All broken pallets will be removed from the building and stored outside for pick up. All excess pallets will be removed from building and placed in designated outside storage areas.

d. Outside storage of idle pallets in piles of 50 pallets or less will be located at least 20 feet away from the building. Pallet piles will not block exits, fire hydrants, fire lanes, etc. Outside storage areas of more than 50 pallets will be designated by the fire department.

Chapter 3

ELECTRICAL EQUIPMENT

3-1. Electrical.

a. Installation, alterations, extensions of the electrical system, and all permanent and temporary wiring will conform to the National Electric Code.

b. The installation, repair, or alteration of any of a building's electrical system by anyone other than an authorized electrician is prohibited.

c. Extension cords will be serviceable and consist of component parts bearing the Underwriter's Laboratory (UL) approval seal, or an approval seal of a similar nationally recognized testing laboratory. Heavy-duty extension cords with 4-tap gang boxes are not acceptable. Only surge protector type cords with inline fuses are approved.

d. Extension cords will not be used to serve appliances or fixtures outside the room in which the fixture outlet is located. Extension cords will not be attached to any wall, ceiling, floor, or other object with tacks, staples, or other devices, or run under carpets or runners. Length of cord will not exceed 12 feet and extension cords will not be joined to form a longer cord. Extension cords may not be used in lieu of permanent wiring.

e. Use of devices (sometimes referred to as "cube taps") to increase the number of electrical appliances that could be operated from one outlet is prohibited.

f. Fuses in Division circuits will not exceed the capacity of the wire size and will be used IAW the National Electric Code.

g. Only appliances bearing a seal of approval of a nationally recognized testing organization may be connected to a building's electrical system. Appliances deemed unsafe will be removed by the fire department.

h. Hot plates, toasters, crock pots, toaster ovens, coffee cup warmers or coil warmers are not approved for use in the work or break areas.

i. The use of personal coffee pots at individual workstations are the responsibility of the supervisor, and should be kept to a minimum at designated stations.

j. The use of light fixtures, power poles, or heating/air conditioning ducts, or fire suppression/detection systems for support of plants, decorations, or other purposes is not permitted at any time.

k. All heat producing appliances; e.g., coffeepots, coffee pot warmers, etc., will be unplugged from their power source at the end of each work shift. Under no circumstance will an inline timer or clock type appliance timer be acceptable.

l. The use of miscellaneous appliances; e.g. crock-pots, for special occasions is authorized with the following conditions:

(1) Appliances must be located so that they cannot be overturned or knocked to the floor.

(2) Care should be taken so as not to overload electrical circuits.

(3) Appliances will be removed at the end of the work shift.

3-2. Electric Heating Equipment.

a. Electric space heating equipment will not be installed in any building without the approval of AMSTA-RI-PW; secondary approval will be by the fire department, AMSTA-RI-FPF.

b. Supervisors having jurisdiction over buildings or areas using space heaters will be responsible for ensuring that every precaution is taken to prevent fires.

c. Only UL approved type heaters are acceptable with the following provisions.

(1) Must be in good repair with safety shutoff for overheat protection.

(2) Must have a safety tip over switch.

(3) Must have 36-inch clearance from combustibles.

d. Malfunctioning space heating equipment will be turned off and disconnected immediately and will be properly repaired before use is continued.

e. No alternate fuel type space heaters (kerosene, propane, etc.) will be used without prior approval of the fire department.

3-3. Auxiliary Appliances.

a. Outside antenna systems will be installed IAW Article 810, National Electric Code. A lightning arrestor, adequately grounded, must be provided for each conductor of the antenna lead-in. This is applicable to tactical-type transmitting and receiving antennas when mounted on buildings or where the lead-in enters buildings.

b. The openings in radio and television cabinets for release of the heat will not be obstructed to any degree.

Chapter 4

GAS AND FUEL FIRED EQUIPMENT

4-1. Gas and Liquid Fuel Equipment.

a. The installation, alteration, or repair of gas or liquid fuel fired equipment by anyone other than authorized personnel is prohibited.

b. All gas or liquid fuel-fired equipment will be connected by rigid pipe or flexible metal tubing. In all cases, a control valve will be provided at the point of connection to the fuel supply.

c. Malfunctioning heating equipment will be turned off and the fuel supply shut off immediately and will be properly repaired before use is continued.

d. Boiler rooms, furnace rooms, and water heater closets will not be used for storage. The storage of flammable or highly combustible materials in these areas is specifically prohibited.

e. All portable liquid or gas-fired equipment will be fueled outside of the building in a safe manner. Replaceable fuel tanks will be stored outside in a designated area.

4-2. Cooking Equipment.

a. Cooking appliances will be located in areas that provide clearance from combustible portions of buildings as required by the American Gas Association and the National Fire Code.

b. Range hoods, grease filters, and drip trays will be cleaned at least weekly, or more frequently, to prevent any noticeable accumulation of grease.

c. Hood exhaust fans will be in full operation during cooking periods and especially when charbroiling. Ducts will be cleaned semi-annually.

4-3. Portable Heating Equipment.

a. All gas or liquid fuel fired portable heaters; e.g., salamanders, radiators, etc., must be in good operating condition.

b. Fuel supply hoses and connections must be free of leaks and all connections will be secured tightly.

c. All fueling will be done with a cold unit outside of the building. The area will be inspected and a DA Form 5383-R will be issued prior to heater operation.

d. Flammable and combustible materials will be kept at a safe distance so as to not be ignited by radiant heat from the heater.

Chapter 5

MEANS OF EGRESS - EXIT

5-1. Exits.

- a. Exits will be kept free of obstructions at all times.
- b. Exits will be capable of being opened from the inside without the use of a key. At no time will exit doors be secured with chains, hasps, or padlocks.
- c. The use of drapes, decorations, or other materials that tend to disguise or prevent easy recognition of an exit opening or interfere with its use is prohibited.
- d. Any alterations, additions, or changes of occupancy that will reduce the means of egress below the requirements of Life Safety Code 101 are prohibited.
- e. All alterations, additions, or changes of occupancy will be submitted to the fire department for approval prior to implementation.
- f. All doors not provided with automatic closing devices that separate building wings, stairways, and exits will remain in closed position. The use of wooden wedges, bars, hasps, and other similar holding devices is prohibited.
- g. All exit doors will be operational whenever the building is occupied.
- h. All exit doors in clubs, public assembly buildings, and areas where large crowds of people are expected to congregate, will be equipped with panic hardware. The activity supervisor on a daily basis will test this panic hardware.
- i. All exits, corridors, aisles, and stairs leading to exits will be kept clear of storage and obstructions. Clothing and equipment will not be hung or stored in these areas, and these areas will be well lighted.

5-2. Exit Signs and Lighting.

- a. Exits will be plainly marked by readily visible signs. Exit signs will not be shaded, covered, or obstructed from view in any manner.
- b. Doors, passageways, or stairways that are not exits or ways to reach exits, and are located or arranged in such a manner as to be mistaken for an exit, will be identified by appropriate signs such as To Basement, Linen Closet, Not an Exit, etc.
- c. Exit lights will be kept lighted at all times when the building is occupied. Building occupants will immediately contact the Public Works Work Order Desk (extension 22387) to report burned out exit lights.
- d. Every horizontal exit for which credit is given will be arranged so that there are continuous available aisles of travel leading from each side of

the exit to stairways or other standard means of egress leading outside the building.

e. Doors or windows will not be blocked or sealed without prior approval of the installation Fire Chief. When approved, they will be marked with a sign Blocked or Sealed as required.

5-3. Elevators.

a. The fire department will be notified whenever any elevator is taken out of and returned to service.

b. All elevators will be left at the lowest level at the end of the work shift.

c. All manually operated elevators will have emergency signal (three rings) posted at each floor.

d. Safety gates and doors will be kept closed at all times when elevators are not in actual use so they are available for call to another floor.

e. All doors protecting manually operated elevator enclosures will be kept closed unless equipped with fire rated automatic door closers.

5-4. Aisles.

a. All aisles will maintain a minimum of 72 inches for main aisles, a minimum of 48 inches for feeder aisles, and 36 inches for access aisles.

b. The occupancy load will be used to determine the number of feeder aisles required.

c. All aisles will be continuously maintained free of all obstructions or impediments such as chairs, portable files, computer boxes, etc., to provide full instant use in the case of fire or other emergency.

Chapter 6

COMBUSTIBLE/FLAMMABLE LIQUIDS AND HAZARDOUS MATERIALS

6-1. Combustible Liquid Classifications. A combustible liquid is defined as a liquid having a flash point at or above 100 degrees Fahrenheit (F) (378 degrees Centigrade (C)). Sub-classifications are as follows:

a. Class II liquids include those liquids having flash points between 100 and 140 degrees F.

b. Class III A liquids include liquids having flash points between 140 and 200 degrees F.

c. Class III B liquids include liquids having flash points above 200 degrees F.

6-2. Flammable Liquid Classifications. A flammable liquid is defined as a liquid having flash points below 100 degrees F (378 degrees C), and having a vapor pressure not exceeding 40 psi absolute at 100 degrees. Class I liquids will be subdivided as follows:

a. Class IA liquids include liquids having flash points at 73 degrees F and a boiling point below 100 degrees F.

b. Class IB liquids include liquids having flash points at 73 degrees F and a boiling point at or above 100 degrees F.

c. Class 1C liquids include liquids having flash points at or above 73 degrees F and below 100 degrees F.

6-3. Use Of Class I, Class II, And Class III Combustible/Flammable Liquids.

a. Using Class I and Class II liquids as a cleaning agent is prohibited. Use of Class III liquids as a cleaning agent for large floor or wall areas near open flame, on heated surfaces, or near spark producing devices is prohibited. Class III liquid cleaning agents, when not in actual use, will be stored in tightly closed metal containers or approved dip tanks. Cloth cleaning is prohibited with the exception of approved cleaning facilities.

b. Storing of flammable/combustible liquids in open containers is prohibited.

c. Activities that are authorized to use Class I and Class II liquids inside of a building will restrict the total amount on hand to 1 gallon of Class I and 5 gallons of Class II. All Class I liquids will be stored in approved safety cans with self-closing lids, or their original container. Class II liquids will be kept in tight metal containers or their original container. All Class I and Class II liquids will be stored in approved flammable proof lockers when not in use.

d. Motor pool buildings and maintenance shops requiring daily use or warm storage of class III liquids, may keep on-hand a maximum of one 55-gallon drum of each required type. Each drum used as a dispensing unit will be equipped with an automatic self-closing valve. Drip pans will be provided under each

drum. Spilled liquid will be cleaned up to prevent pooling of the liquid in the pan.

e. Outside storage tanks containing Class I, II, and III flammable/combustible liquids holding under 1,000 gallons will be painted yellow; those over 1,000 gallons will be painted white. Tanks will have no smoking or open flame painted on the sides in 4 to 6-inch block letters visible from a minimum of 50 feet.

f. Storage and use of full 5-gallon military type gas cans will be as follows:

(1) Full cans containing gas and similar liquids will be kept in outside storage areas.

(2) 5-gallon cans will be inspected to be sure they have tight, serviceable gaskets on the plugs for pouring outlets. Missing or deteriorated gaskets will be replaced immediately.

(3) Gas cans transported in vehicles and trailers (including those carrying electric power generators) will be properly secured.

g. Storage and use of empty 5-gallon military gas cans will be as follows:

(1) Empty 5-gallon cans may be stored in unit buildings when they have been completely drained and purged and have the lids on hand tight.

(2) Empty cans may not be refilled inside of buildings

6-4. Plastic Valves or Stoppers. Use of plastic valves or stoppers may not be used on dispensing units at any time.

6-5. Dip Tanks. All dip tanks will be equipped with fusible linked automatic self-closing lids.

6-6. Flammable Liquid Spillage and Leakage.

a. All fuel spills will be reported to the fire department immediately. The spiller will attempt to control any spills.

b. Flammable/combustible liquids will not be poured into sewers or water drains. These products will be disposed of in proper sealed containers and marked and labeled to show contents, such as Contaminated Gas. The environmental department will be contacted for proper disposal.

6-7. Flammable and Non-Flammable Liquids and Gas Storage.

a. Large amounts (5 gallons or more) of Class I, Class II, and Class III combustible/flammable liquids will be stored at least 50 feet from any building, equipment or other material. Danger signs and no smoking signs will be posted a minimum of 50 feet from storage areas so that they can be readily seen from all directions. Grass and weeds, etc., will be cut and kept under control at all times for a distance of 50 feet around storage areas. Stacks of

55-gallon drums will not exceed 300 units in length or 3 units in height. Bung ends will face aisle. Above ground Class I flammable liquid storage tanks over 500 gallons will be bonded during all servicing operations. Gravity flow or siphoning will not be permitted.

b. Flammable container is defined as any vessel with a capability of more than 5 gallons, but less than 60 gallons, used for transporting or storing flammable or combustible liquids, and is sealed by means of lid, plug, faucet, or other devices so that neither liquid nor vapors will escape from it at ordinary temperatures (reference the National Fire Code).

c. Storage cabinet is defined as a cabinet for storing flammable or combustible liquids or materials, that is designed and constructed IAW the requirements set forth in the National Fire Code.

d. Paint Storage Rooms.

(1) Bulk paints, oils, and flammables of all kinds will be stored in buildings or rooms approved by the fire department, AMSTA-RI-FPF. Small quantities may be stored in approved metal cabinets properly color-coded and identified according to NFPA Fire Codes.

(2) Combustible materials will not be stored closer than 20 feet to any bulk storage building or room.

6-8. Storage of Gas and Liquid Propane Gas (LPG) Powered Equipment.

a. Parking of unauthorized vehicles in Government buildings is prohibited.

b. Forklift trucks and tractors may be parked in locations approved by the fire department.

c. Vehicles being parked in buildings must not be parked with locking devices on the wheels, or in any other manner, which would prevent removal of the vehicles from the building in case of fire.

d. LPG powered equipment will have the tank shut off valve secured when not in use; i.e., end of work shift, weekends, etc.

6-9. Special Instructions for Storage Areas for Liquid Fuel and Compressed Gas.

a. The operation, inspection, maintenance, or repair of liquid petroleum products storage and dispensing systems must never be undertaken without thorough understanding of the toxic, fire, and explosive hazards of flammable petroleum products.

b. Compressed gases will be stored only in areas or buildings approved by the fire department.

c. Storage areas for oxygen cylinders will be separated by not less than 40 feet from areas used for storing flammable/combustible materials.

d. All compressed gas cylinders will be stored in the upright position and secured to prevent tipping over.

e. All cylinders will be stored with the properly diffused safety cap.

f. Container Labeling. Each container of hazardous chemicals in the workplace must be labeled with appropriate hazard warnings, using the Hazardous Material Information and Safety (HMIS) label, which will indicate the level of health, flammability, reactivity, and personal protective equipment for the item in the container.

6-10. Handling and Use of Flammable Liquids. For spill emergencies dealing with hazardous substances, refer to the RIA Disaster Control Plan and the RIA Spill Plan (which is prepared by the RIA Environmental Coordinator, Environmental and Real Estate Division, Public Works Directorate, AMSTA-RI-PWN.)

a. Flammable liquids, regardless of quantity, will not be stored in any place of public assembly.

b. Flammable liquids will always be handled in a well-ventilated room. If there must be a deviation from this rule, the fire department must be contacted for special instructions.

c. Flammables will not be stored in quantities exceeding 5-gallons in any location other than designated flammable storage warehouse, vaults, or approved-type storage cabinets.

d. Where the occupancy of a building requires storage of flammables (such as office supplies of type cleaner, ditto fluid, and laboratory reagents, whether in aerosol or other form) in small quantities for frequent use, the total quantity on hand will be kept to a minimum consistent with the time for normal supply. The portion not in desks or table containers will be stored in the original shipping containers in an approved storage cabinet. Desk or table containers will be stored in the original shipping containers in an approved storage cabinet. Desk or table containers may not exceed 16 fluid ounces in volume and must be properly labeled.

e. Containers for flammables stored outdoors will be segregated by an open space of at least 10 feet from roadways, sidewalks, and structures in a manner to prevent an immediate life or property hazard in the event of fire. Special attention will be given to exits for building occupants, window and door openings, and combustible exterior walls, platforms, space cornices, and roofs in securing the desired separation. Drums and barrels will be sorted on their sides and will have the heads facing the aisle so that leakage of stoppers, plugs, faucets, or caps may be detected.

f. Handling of flammable liquid, combustible liquid, and gas must conform to NFPA fire codes.

g. The use of flammable liquids for cleaning is prohibited, with the exception of the following:

(1) Where the Fire Chief or fire marshal have issued written approval covering specific operations, locations, and conditions for its use.

(2) Where small amounts (2 ounces or less) are used by personnel for cleaning typewriters, and similar equipment.

h. Flammable liquids will not be used for cleaning purposes in confined spaces.

i. Only non-flammable cleaning solvents or water-soluble cleaning solutions will be used when cleaning vehicles and/or engine components.

j. No person will be authorized to issue, withdraw, use, or have in their custody, any flammables, unless their supervisor is fully ensured that such person is familiar with this and other applicable regulations.

k. Flammable liquids will not be drawn from, or dispensed into, vessels or containers within a building except by means of a pump drawing from the top of the container. Gravity discharge within a building is specifically forbidden, except in locations where the nature of the manufacturing process requires gravity flow.

l. Safety cans will be removed from the back of trucks prior to filling, to prevent static build up or discharge.

m. Flammable liquids will not be dispensed into containers unless the nozzle and the container are electrically grounded.

n. Dip tanks, vats, or containers of flammable or combustible liquids in which articles or materials are immersed for purpose of coating, finishing, treating, or similar process, will be labeled with type of liquid and flash point.

6-11. Handling of Magnesium Shavings, Scrap Sodium-Filled Valves, and Waste from Any Other Hazardous Metals.

a. Supervisors will notify the fire department before initiating any operations entailing the use of magnesium, zirconium, or other hazardous metals.

b. Supervisors will notify the fire department when pick up of scrap metals or sodium valves is required.

6-12. Transporting and Dispensing Gas.

a. Gas will be transported only in approved safety cans, approved tank trucks, or approved barrels.

b. Tank Trucks.

(1) Tank trucks used for refueling purposes must be equipped with an approved-type discharge hose with a self-closing nozzle.

(2) Tank trucks must be provided with a ground wire at least 15 feet of Number 10 cable (or its equivalent equipped with a clip at each end), which will be clamped at the truck and the equipment being refueled.

(3) Tank trucks will be equipped with a suitable fire extinguisher.

(4) Tank trucks must be inspected at least quarterly by vehicle maintenance personnel, RIA Industrial Center, AMSTA-RI-PWL, or RIA Commercial Activities Contractor, as applicable to determine that the mechanical condition

and all safety equipment are in good working order, and that all electrical grounds are continuous to 25 ohms or less resistance.

(5) Operators of tank trucks will make daily inspections of tank trucks to determine the following:

- (a) Fire extinguishers are filled and sealed.
- (b) Cargo tank, truck fuel tank, and all piping are secure and not leaking.
- (c) Brakes, steering, and other equipment are in good condition.
- (d) Electrical wiring is in good condition and properly attached.
- (e) If the truck is equipped with a gas-powered pump, check motor and pump for any defects or unsafe conditions.
- (f) All hoses are secured and doors closed before moving the vehicle.

6-13. Dispensing and Refueling.

a. Only UL approved listed hose, nozzles, and couplings will be used for the dispensing of gas at filling stations or portable tank trailers.

b. Regular inspections by operators will be made of gas storage and dispensing LPG systems for detecting faulty hose, nozzles, pipe joints, and tank seams, and all leaks and seepage will be reported for immediate corrective action to the fire department.

c. The nozzle of servicing hose will be grounded during the entire filling process to the metal of the tank, either by direct contact or by suitable ground wire equipped with a clamp. The latter method is more desirable as it ensures good metallic contact. If a ground wire is used, the ground connection will be attached at a point some distance from the tank filler opening.

d. Gas powered equipment will not be refueled inside warehouses or similar buildings, except stationary equipment, which may be refueled, provided a 5-gallon safety can is used and no more than one can is at the refueling location. After refueling, the can will be removed outside immediately.

e. Only authorized persons will perform refueling operations.

f. Refueling will be done at least 20 feet from any building, warehouse, or loading dock, and at least 100 feet from flammable or ammunition storage or operations.

g. Motors will be stopped during refueling and a distance of 25 feet will be maintained at all times between vehicles being refueled and those waiting to be refueled.

h. Extreme care will be exercised to ensure that the filling hose and equipment are properly grounded. The metal nozzle of the filling hose must be in contact with the metal fill pipe of the receiving tank before discharge of gas is started.

i. Smoking or open flame devices will not be permitted within 50 feet of refueling operations.

j. At least one person must be present at all times during refueling operations.

k. If portable containers are used for refueling of equipment, they will be approved-type safety cans, not exceeding 5-gallon capacity, equipped with a flame arrester and self-closing lid. They must be grounded to the equipment before discharge of gas is started. A metal-to-metal contact is considered adequate ground.

l. In the event of a fuel spill during refueling operations, the fire department will be notified immediately to facilitate containment before moving vehicles. The motor of the equipment being serviced will not be started until the area is thoroughly cleaned and safe or the equipment has been moved by hand at least 50 feet from the site of the spillage.

m. After materials handling equipment has been refueled, the motor will be run for a sufficient length of time, usually 5 minutes, to ensure that any fire which might result from vapors on the equipment will not occur inside the building.

n. An approved-type fire extinguisher must be at each refueling operation.

o. Flash screens, when and where required, installed in fuel tanks will not be removed during refueling operations.

p. LPG cylinders will be refueled utilizing the same precautions as for gas refueling operations. LPG cylinders, both full and empty, will be properly stored and secured in designated areas only.

q. Nozzle on fueling dispensers should not be wired or tied open at any time.

r. All LPG vehicles will have the gas valve closed when vehicle is not in use, and shut down at the end of the day.

6-14. Draining Operations.

a. Gas will be drained from equipment in approved areas only.

b. At least two persons must be present during drainage operations.

c. Approved-type fire extinguishers must be at each drainage operation.

d. A continuous electrical ground must be maintained between the tank being emptied and the receiving tank.

6-15. Cleaning and Disposal of Flammable Containers.

a. No work involving the use of heat or generation of sparks will be done on containers that have held flammable materials until they have been properly cleaned.

b. The emptying and cleaning of containers, tanks, drums, or barrels will be done in a location where the vapors will be safely dispersed, or in a building designed, equipped, and approved for operations involving contamination of the air with flammable gases and vapors.

c. Where containers have held flammable substances that are not readily soluble in water, the container will be chemically cleaned by filling it with a solution consisting of 2 to 4 ounces of trisodium phosphate per gallon of water used. Steam will then be induced to the solution to heat it. Solutions should be maintained at temperatures between 170 degrees F and 190 degrees F. The solution in the containers should be agitated, either by stirring or shaking, for a minimum of 20 minutes. The container should then be rinsed at least twice with clear water.

d. Under no circumstances will engine exhaust be used for purging flammable liquid containers.

6-16. Welding or Repairing Gas or Other Flammable Liquid Tanks. Special care must be exercised before welding or repairing gas (or other flammable liquid) tanks. After the gas (or other flammable liquid) is drained, the tank will be washed out thoroughly several times with hot water and then cleaned with live steam to rid the tank of all liquid or vapor. The steam will be passed through the tank for approximately 3 hours. Work requiring the use of heat or flame will never be done unless the tank is steamed immediately before the repairs are started. In the event more than 30 minutes elapse between completion of steaming and initiation of repair work, the entire steaming cycle must be repeated. Any deviation from this procedure must be approved by the fire department. The fire department will be notified of the above operations on all tanks exceeding 100-gallon capacity.

Chapter 7

SPECIAL OPERATIONS, WELDING, CUTTING, AND TAR KETTLES

7-1. Protection of Combustibles. Persons using devices capable of producing heat, sparks, or flames will exercise care necessary to prevent ignition of any combustible materials in the vicinity.

a. Combustible materials will not be placed in contact with or placed within 18 inches of any light bulb or other electrical heating devices, nor be placed so that any accidental movement of either or both can result in contact.

b. Combustible materials will not be placed or stacked in any location where rolling or upset of the stack will allow contact with electrical equipment, heating devices, moving belts, or heat vents.

c. No outdoor fires of any description, except recreational fires; i.e., campfires, bonfires, etc., in approved recreational areas, will be permitted on the installation without the prior approval of the installation fire marshal. Burning of refuse in approved recreational fires is prohibited.

7-2. Use of Fire, Flame, Spark, or Heat-Producing Equipment.

a. The use of any equipment that produces a fire, flame, or spark at a temperature higher than 228 degrees F will be required to follow the provisions of this paragraph.

(1) All heat-producing and open-flame equipment will require inspection and issuance of a DA Form 5383-R by fire department personnel prior to the start of work. This includes, but is not restricted to: oxy-acetylene torches, propane torches, welders, space heaters, and tar kettles.

(2) Areas around the vicinity of open-flame operations will be clear of flammable and highly combustible materials.

(3) An operable fire extinguisher, 10 lb. ABC type, will be on hand at the work site.

(4) At the completion of open-flame operations and prior to leaving the work site, the area will be reinspected by fire department personnel.

b. All welding and cutting equipment and operations will be IAW standards and recommended practices of the American Welding Society, Safety in Welding and Cutting, ANSI Z49.1, and the recommendations of the NFPA.

(1) All welding and cutting equipment will be inspected daily. Defective equipment will be removed from services, replaced, or repaired and reinspected again before being placed in service.

(2) All oxygen-fuel gas cutting and welding equipment will have reverse-flow check valves between torch and regulator. Manifold systems will have the reverse-flow valves installed at the manifold connections.

(3) All compressed-gas cylinders will be secured in an upright position and have safety caps in place when cylinders are not in actual use.

(4) All valves will be shut off at the torch and cylinder whenever work is suspended. All gauges will read 0. Regulators and hoses will be disconnected from cylinders when work has been completed or when equipment will no longer be in use and the safety caps replaced.

(5) Boxes used for the storage of gas hose will be ventilated.

(6) Acetylene regulators will not be adjusted to permit a discharge greater than 15 pounds per square inch gas (psig) (1134 kg/cm).

c. The installation or modification of installed or fixed oxygen-fuel gas systems will comply with the National Fire Codes (NFPA 51).

d. Tar kettles will not be located any closer than 20 feet to a building or 100 feet to an ammunition or explosive storage area. An attendant will be present at all times while the tar kettle is in operation and will ensure the tar kettle is completely secure at the end of the workday. A fire extinguisher will be on hand for each tar kettle in use.

e. All fires, regardless of size, will be reported to the fire department.

f. The use of smoking materials is prohibited where it will constitute a fire safety hazard and/or posted by the fire department.

g. All contractor employees shall comply with RIA regulations on smoking and smoking areas.

Chapter 8

PARKING, FIRE LANES, STREETS, HYDRANTS, WATER MAINS

8-1. Vehicle Parking/Blocking of Hydrants, Streets, and Roads.

a. No freight car, truck, automobile, or other vehicle will be parked or left standing within 10 feet of any fire hydrant, fire department connection, or post indicator valve.

b. Motor vehicles will be parked at least 12 feet away from buildings or structures to prevent the spread of a fire from the vehicle to the building or structure.

c. No vehicle will be parked within 25 feet of any outdoor transformer pen or switchgear enclosure without written exception issued by the Fire Chief.

d. No vehicle will be parked on any street or access road where it will interfere with the movement of fire fighting or other emergency apparatus, or where it will interfere with the deployment of fire fighting equipment (hose, ladders, etc.)

e. The fire department will be notified immediately of any streets blocked off by construction or for any other reason.

f. No vehicle will be parked within 25 feet of any building or structure which contains flammable or combustible liquids and hazardous waste control facilities.

8-2. Fire Hydrants.

a. Fire hydrants will not be obstructed by fences, trees, barriers, dirt fills, nor will they be used for anything other than fire fighting or fire drills; except when specifically approved by the Fire Chief. The fire department will remove any unapproved devices attached to any fire hydrant. Approval for special use will include the following conditions:

(1) Availability of a standard hydrant wrench for operating the hydrant; no other type wrench may be used on fire hydrants.

(2) All caps and gaskets are replaced promptly when these devices are removed from the discharge connections.

(3) The use is such that the 4 1/2" and one of the 2 1/2" discharge connections are available for use by the fire department.

b. Water Mains. No water mains or associated valves will be closed without prior notification to the fire department. Upon resumption of service, the fire department will again be notified.

c. Any time that a valve or hydrant is turned on or turned off, the valve must be turned all the way on or off. Pressure must not be regulated by the fire system valve.

Chapter 9

FIRE PREVENTION PROGRAM FOR LIVING QUARTERS

9-1. General. Personnel occupying Government family quarters on RIA are responsible for the elimination of fire hazards within their quarters/areas. All occupants, except very young children, are required to know the proper method of reporting a fire as described below. Other instructions contained herein constitute the minimum standards required for the fire prevention program for family quarters at RIA and will be complied with by all personnel assigned to, living in, or visiting family quarters.

9-2. Emergency Reporting Procedures.

a. Immediate Action.

(1) Anyone who discovers a fire, smells smoke, gas, or hears the smoke detector or carbon monoxide detector being activated, will immediately warn all occupants and help them leave the premises. If possible, close all doors and windows as leaving.

(2) Notify the RIA fire department promptly by use of the nearest quarter's telephone by dialing 788-6534 or 911. Note: If you dial 911 from the quarters, you will reach the City of Rock Island Emergency Dispatch Center. Residents must state they are calling from the Rock Island Arsenal.

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(3) Do not go back into the building to use the phone. Go to a neighboring quarters and call from there. Alert all occupants if in a common housing complex.

(4) Wait at a safe distance to direct the fire department and tell them if all persons are out of the building.

(5) Do not endanger your life by trying to extinguish the fire.

b. How to Report an Emergency.

(1) Emergency telephone numbers will be posted on or near each telephone.

(2) Know your quarters/building number.

(3) To report an emergency, distinctly state your name and say: "I (am reporting a fire/gas leak/alarm going off) or (need an ambulance) at Quarters (give number)". A short description of the situation is helpful. Do not hang up the phone until advised that no further information is needed, unless you are in danger.

c. The Fire Chief is responsible for determining when a fire has been extinguished; therefore, all fires will be reported for action to the fire department to relieve the individual having knowledge of the fire from responsibility. All fires will be reported even if the fire was out at the time of discovery, or extinguished by the individual.

d. Personnel will not remove or destroy evidence, or perform salvage or cleanup operations at the fire scene until clearance is obtained from the Fire Chief/Assistant Fire Chief and AMSTA-RI-FPL.

9-3. Pre-Fire Planning.

a. The head of the household is responsible for instructing the family on what to do in the event of a fire or other emergency. Exit drills will be conducted semi-annually by each household. When drills are completed, notify the fire department. The following are guidelines to assist household members:

(1) Plan and discuss escape from all rooms in the family unit, especially with the children. Practice the plan as appropriate. Anticipate problems and alternate routes of escape.

(2) Learn how to escape from windows to the outdoors or to a porch roof, but never jump from upper windows.

(3) Don't panic! Get down and crawl. Smoke and hot gases rise so the air is fresher close to the floor. Covering the face with a wet cloth can also protect against smoke and hot gases.

(4) Do not open a closed door before touching it to see if it is hot. If the door is hot, brace it with your foot or shoulder and open slightly. If the escape route is unusable, close and, if necessary, brace the door shut and use an alternate escape route. If a window is available on an upper floor, open it slightly from the top and bottom and breath the fresh air at the bottom while awaiting rescue.

(5) Pre-arrange an outside meeting point to account for all members of the household.

b. The fire department will assist the household members in establishing an exit drill plan or any other problems related to fire prevention. For non-emergency calls, please use the business numbers as follows: 782-2911/5148.

9-4. Fire Prevention.

a. When occupying Government quarters with minor children in their charge, persons are liable in any case where it can be shown that reasonable precautions were not taken to prevent damage to the property (by such children) through fire, or that reasonable discipline and control against fire were not exercised.

b. Lack of instruction or warning concerning fire hazards will not excuse acts involving conditions, practices, or materials commonly recognized as dangerous.

c. The head of the household is responsible for exercising precautions and judgment in their own acts and duties and enforcing the following fire prevention measures:

(1) Never leave young children unattended. Familiarize the baby-sitter with the family's fire plan. The baby-sitter's first duty is to get the children out.

(2) Children will not be allowed to play in heater rooms, attics, storage rooms, under buildings, in or near vacant buildings, or construction sites.

(3) Paints, varnishes, floor waxes, furniture polishes, and similar materials in tightly sealed metal containers are permitted in amounts not to exceed immediate requirements.

(4) Responsible quarters occupants will ensure that filters or lint screens on heating, air-conditioning, and clothes-drying equipment are kept clean to prevent overheating and possible fire. Clogged or obstructed filters and exhaust ducts must not be used until cleaned by the occupant. Dryer lint filter will be cleaned after each load.

(5) Deficient chimneys, flues, stacks, heating equipment, gas connections, kitchen ranges, kitchen exhaust system, water heaters, electric light fixture, wall switches and outlets, and any other potential fire hazards will be reported to the proper authority.

(6) Furnace rooms will not be used for storage.

(7) Good housekeeping, care, and cleanliness are synonymous with good fire prevention. Don't block exits. Combustible accumulations must not be allowed in basement, attic storage areas, closets, under stairs, under buildings, or porches. Cleaning prevents grease from accumulating around cooking equipment.

(8) Vehicles will yield right of way to emergency equipment, including fire trucks. Vehicles will not be parked within 10 feet of fire hydrants.

d. Fire Prevention Inspections.

(1) A fire in the home is generally a reflection of someone's carelessness. Every member of the family should be familiar with the hazards that cause fires and assist in eliminating them. Self-inspections are encouraged, using checklists furnished by the fire department.

(2) Upon receipt of verbal or written notice of a hazardous condition, making the correction is required. In the event corrective action cannot be accomplished in the amount of time given, or the directive is unreasonable or impractical, a request for additional time or a reinspection will be made in writing to the Fire Chief.

e. Don't underestimate the ability of fire or smoke to kill.

9-5. Matches and Smoking.

a. Matches and other flame-producing devices will be kept out of reach of small children.

b. Smoking in bed is a deadly habit.

c. Ashtrays will be noncombustible and large enough to hold contents of at least half a pack of cigarettes, and be of such design that the cigarettes will not roll or fall when resting on the side of the tray. Trays will not be placed on chairs, sofas, or other combustible surfaces.

d. Contents of ashtrays, smoking material, and matches will not be discarded into waste cans or paper bags inside of quarters. Such materials, when completely extinguished, will be discarded in trash cans located outside of the quarters.

9-6. Electrical.

a. Fuses in quarters are limited to 15-ampere capacity unless the fuse panel is marked to permit higher capacity.

b. Cord connections on appliances will be kept in secure condition.

c. Allowance for proper ventilation will be provided when installing TV sets.

d. Paper, rags, cartons, and other flammable material will be stored at least 18 inches away from light fixtures.

e. Repairs or changes to electrical wiring will be made only by persons authorized by housing officials.

f. Flexible Electric Cords (extension cords):

(1) Only UL approved cords, in good condition, will be used.

(2) Extension cords will be limited to 12 feet in length and will be in one continuous length, without tape or splices.

(3) Cords will not be connected to ceiling light fixtures.

(4) Cords will terminate in the room in which they originate and will not run through holes in walls, floors, or ceilings, through doorways or window openings, under rugs or carpets, nor be laid in places where they will be subject to abuse from pedestrian traffic.

(5) Cords will not be attached to the surface of a building by means of nails, staples, wires, etc., or laid or wrapped around heating equipment, pipes, or other metal objects.

(6) At no time will a large appliance cord be attached to a smaller extension cord.

(7) Extension cords must be used with extreme care to prevent overloading.

g. Air-conditioners are considered heavy current-consuming items. Their use may overload the building electrical distribution system. Before non-Government-owned equipment of this type is installed or used in family quarters, approval will be obtained from AMSTA-RI-PW.

h. Portable bathroom heaters will not be used as an interior heater without UL labeling and a safety tip switch. Caution will be exercised maintaining 36 inches of clear space in a 360-degree area around the appliance, and it will only be placed on a non-combustible surface.

9-7. Flammable Liquids.

a. Storage of flammable liquids such as gas, kerosene, paint thinners, etc., in quarters or storage areas located within multiple dwelling units is strictly forbidden. Small quantities of such material may be stored outside in approved safety cans, a safe distance from the building and out of reach of children. Gas engines such as outboard motors, power motors, etc., must be completely drained of gas before being brought into or stored inside buildings.

b. The use of gas for any cleaning purpose is strictly forbidden.

c. Nonflammable-type cleaning fluid will be used.

d. Small quantities of paint are permitted, provided cans are kept tightly sealed and a high standard of housekeeping is maintained in the storage area.

e. Extreme caution must be followed when using pressurized containers of highly flammable materials such as paint, insecticide, hair spray, etc. Always read the label.

f. The storage or carrying of gas in glass or unapproved plastic containers is strictly prohibited.

9-8. Heating and Cooking Devices.

a. The use of kitchen ranges, gas or electric, for the purpose of heating quarters is prohibited.

b. The use of solid-fueled heating and cooking devices; i.e., grills, barbecues, hibachis, and all outdoor-type gas or LPG gas-fueled stoves, heaters, or appliances; and any other device used for heating or cooking not considered permanently installed is forbidden within 15 feet of any structure or vehicle. This distance must be maintained until such device or appliance has cooled to the touch and all fuel removed.

c. Ashes will be kept in metal containers, separate from those used for combustible trash or other debris. Ash containers will be kept outside and a safe distance from buildings.

d. Changes in the mechanical operation of heating or cooking equipment will be made only by housing maintenance personnel.

e. Draperies, curtains, kitchen towels, and other easily ignited items must be arranged so that they cannot become ignited by being blown over or accidentally fall close to or onto stove burners. Use of curtains or draperies

that can come in contact with range burners is prohibited. The cabinet space directly over and on the sides of kitchen ranges will be kept free from combustibles, including contact-type coverage.

f. When cooking, pans, skillets, etc., containing grease, oil, and other easily ignitable material, will not be left unattended. If grease, fats, oils, etc., in pans or skillets become ignited, no attempt will be made to move such containers until the fire has been extinguished. To extinguish such fires, turn off the source of heat and place a noncombustible cover on the container.

g. No obstruction of any kind will be placed on or over vents or air ducts of warm air circulating-type heating equipment, nor will debris be allowed to accumulate in the heating ducts.

h. The electrical circuits to motors on circulating fans of warm-air furnaces must be connected at all times. Fuses must be kept tight and blown fuses replaced immediately. In the event of a failure of the circulating fan motor, the furnace can become too hot and ignite nearby combustibles, since the heat will not be carried away. Lowering thermostat adjustments will correct this condition temporarily.

i. Portable gas and kerosene stoves will not be used for heating or cooking inside of quarters.

j. The fire department will be notified at once if gas odors are detected. In the event a gas odor is detected, leave the quarters and contact the fire department from another quarters. Do not use the phone or operate any electrical switches in the quarters where the gas odor is.

k. Gas fired equipment will not be moved for any purpose without the approval of the Director, Directorate of Public Works, AMSTA-RI-PW.

l. Occupants are responsible for cleaning of kitchen hoods, ducts, filters, and exhaust fans to prevent excessive accumulation of grease and other residues on any part of the equipment.

m. Clothes dryer ducts and vents will be kept free of dust, lint and debris. They will be cleaned periodically to prevent dangerous buildup. Lint traps or filters will be cleaned between each load.

n. Charcoal, when contaminated with oil, alcohol, or moisture, is subject to spontaneous ignition and must be stored in a dry place away from possible sources of contamination. Partially burned charcoal, which has been extinguished, should be disposed of in a metal trashcan located away from the combustible material.

9-9. Housekeeping.

a. A high standard of housekeeping must be maintained at all times to keep fire hazards at a minimum.

b. Materials, toys, etc., will not be left on stairways, nor will access to stairways be blocked at any time.

c. Oily, greasy, or paint-saturated rags will be disposed of immediately by placing them in a metal covered can located outside of the building.

9-10. Storage.

a. Storage in closets, basements, attics, garages, small buildings, and other locations assigned to quarters will be limited to a reasonable amount and arranged in an orderly manner, with proper clearance provided for all heating and lighting equipment. Storage is not permitted in hallways or the furnace room.

b. Gas-powered equipment will not be stored inside of buildings or storage areas unless the equipment has been drained.

c. Storage in community storage areas will be limited to the assigned cubicles.

d. Storage areas will not be used as workshops. Craft shops are provided for this purpose.

e. Storage of LPG gas containers of any size in community storage areas and quarters is prohibited, except for nominal 1-pound capacity containers (maximum of three containers).

9-11. Sleeping Quarters. Sleeping will be restricted to rooms designed for that purpose. Personnel are not permitted to sleep in the basement of any quarters without the written permission of the fire department, AMSTA-RI-FPF. DA regulations prohibit sleeping in attics.

9-12. Open Fires. The burning of leaves, dry grass, trash, etc., in any residential area is prohibited. Recreational fires at approved sites, campfires, bonfires, etc., will be approved by the fire department only.

9-13. Fireworks. Use or possession of fireworks on RIA is prohibited.

9-14. Fireplaces (Interior). A substantial screen will be used to protect fireplace openings to avoid danger to furnishings and buildings from sparks and embers.

9-15. Exits. Exits will not be blocked with furniture or other items, nor will exit doors be fastened or secured in any manner that will prohibit their use as an escape route in case of fire or emergency.

9-16. Fire Extinguishers. Fire extinguishers are not authorized for family quarters where organized fire department response is available. Extinguishing efforts by occupants frequently are ineffective, delay evacuation, and delay fire department notification.

9-17. Smoke Detectors.

a. Smoke detectors have been installed for the safety of quarter's occupants. The smoke detectors are sensitive to any accumulation of smoke and, therefore, may activate while cooking or when heavy accumulations of cigarette smoke occur.

b. Testing Procedure. The head of each household will test the smoke detectors at least monthly to ensure proper operation.

(1) The smoke detector is tested by pressing the test button on the detector and listening for the horn to sound.

(2) Periodically, the detector will be vacuumed to remove any dust accumulations.

(3) No other maintenance is necessary and quarter's occupants will not attempt to repair or disassemble the detector.

c. Detector Malfunction. In quarters protected by battery-operated smoke detectors, the smoke detector may require replacement of the battery before the annual replacement date. It will be the responsibility of the occupants to change the smoke detector battery. These batteries may be obtained from the family housing manager. In quarters protected by hard-wired electric smoke detectors, any malfunction of the smoke detector will be reported to the family housing manager for repair.

9-18. Ammunitions and Explosives. Ammunition and explosives will be in compliance with current operations, regulations, and standards, except as noted below:

a. Storage of ammunition in family quarters is permitted only for privately owned weapons.

b. Hand loading of ammunition in family quarters is prohibited, except with the following conditions.

(1) Ammunition must be for privately owned weapons.

(2) Written approval must be obtained from the installation Fire Chief.

(3) The permit will be posted near the approved reloading area and renewed annually.

(4) Maximum allowable quantity on hand is as follows: 1 lb Pyrodex in original container and 10 lbs of regular powder in original containers. Black Powder is not allowed. No more than 1,000 primers are allowed on hand with no more than 300 primers removed from the box at one time.

(5) All powder and primers must be stored separately in locked wooden boxes with a nominal thickness of 1 inch.

(6) A minimum of a 5-lb extinguisher will be on hand at all times.

c. Under no circumstances is possession of Class A, B, or C explosives (fireworks) for personal use allowed on the RIA installation.

9-19. Holiday Decorations and Christmas Trees.

a. All seasonal or festive decorations will require prior approval by the Fire Chief or the fire marshal before installation. Spruce branches, streamers, bunting, cornstalks, dried vegetation, cotton, and all other items or ornamentation will be effectively flameproofed before they are installed in any building or structure.

b. Cut live trees and decorations made from portions of cut live trees may only be used in the housing area, subject to the following requirements.

(1) The tree must be freshly cut.

(2) Immediately before installing the tree indoors, the butt end must be cut at a 45-degree angle. The tree must be installed in a sturdy, well-balanced container or stand.

(3) The reservoir must be filled with a sugar and water solution (1 cup of sugar to 1 gallon of water) and the reservoir filled daily.

c. No combustible tree decorations will be used.

d. Only electric tree lights approved by Underwriters Laboratory (UL) will be used. Light cords must have sound insulation and be free of splices. Do not exceed the manufacturer's recommendations for the number of strands to be coupled together.

e. Trees or displays must not be placed on or near any source of heat or open flame. Additionally, trees or displays must not obstruct doors, exits or aisle ways.

f. The tree must be disposed of when the needles become dry and start to fall. It is recommended that no tree should stand more than 15 days.

g. Uncoated aluminum or metallic Christmas trees will not be decorated with electric lights, wiring, etc.

h. Outside lights or decorations will be hung properly and must be UL approved for all-weather wiring. Extension cords and outside lights will not be run through window or doors, nor will they be nailed, stapled, or taped to walls, siding, fascia, etc.

i. Candles or chaffing dishes with burners will not be placed on a combustible surface, nor will they be left unattended at any time.

Chapter 10

DRAPERIES, WALL HANGINGS, AND OTHER DECORATIONS

10-1. Everyday Interior Decorations and Holiday Decorations.

a. Draperies, curtains, and similar materials of a combustible nature will be hung or installed in a way that avoids the possibility of their coming in contact with any heated surface, heating ducts, steam pipes, ranges, ovens, candles, etc.

b. Draperies, curtains, and wainscoting installed in clubs, offices, and public assembly buildings will be of a non-combustible material or will be given an effective flame proofing treatment prior to their installation and each time they are cleaned or washed thereafter.

c. All seasonal or festive decorations will require prior approval by the Fire Chief or the fire marshal before installation. Spruce branches, streamers, bunting cornstalks, dried vegetation, cotton, and all other items or ornamentation are not allowed in buildings or structures.

d. Cut live trees and decorations made from portions of cut live trees will not be used, except in the housing area only. Only artificial trees will be used in workspaces or places of public assembly. Trees or displays must not obstruct doors, exits, or aisle ways.

e. Uncoated aluminum or metallic Christmas trees will not be decorated with electric lights, wiring, etc.

f. Only electric tree lights approved by Underwriters Laboratory (UL) will be used. Light cords must have sound insulation and be free of splices. Do not exceed the manufacturer's recommendations for the number of strands to be coupled together.

g. Outside lights or decorations will be hung properly and must be UL approved for all-weather wiring. Extension cords will not be run through window or doors, nor will they be nailed, stapled, or taped to walls.

h. Candles or chaffing dishes with burners will not be placed on a combustible surface, nor will they be left unattended at any time.

i. All electrical decorations in work or interior spaces will be turned off at the end of the workday, and in-line timers are not acceptable.

Chapter 11

FIRE PREVENTION PROGRAM FOR CONTRACTORS

11-1. General.

a. All contractor employees are responsible for exercising precautions and judgment in their own acts and duties. Lack of instruction or warning concerning fire hazards will not excuse acts involving conditions, practices, or materials commonly recognized as dangerous.

b. Contract supervisors are directly responsible for maintaining the area in which their employees operate IAW this regulation, instructing employees in safe operating practices and other fire regulations, recognized hazardous conditions not specifically covered in this regulation, removing or reducing the danger.

c. The contractor shall be responsible for maintaining work areas free of trash and litter. All trash, litter, and scrap construction materials shall be removed from the work site at least daily and shall be placed in proper trash containers.

d. All flammable materials will be protected by means of UL approved safety containers. All storage areas inside of RIA buildings for contractor use will be inspected and approved by fire department personnel prior to use.

e. Contractors shall be responsible for maintaining their own fire extinguishers in areas where open flames, cutting, welding, soldering, tar kettles, etc., are used. Fire extinguishers will be dry chemical type (ABC), minimum capacity of 10 lbs or equivalent.

f. Each container of hazardous chemicals in the work place must be labeled with appropriate hazard warnings, using the HMIS label, which will indicate the level of health, flammability, reactivity, and personal protective equipment for the item in the container.

11-2. Open Flame Operations.

a. The use of any equipment that produces a fire, flame, or spark at a temperature higher than 228 degrees F will be required to follow the provisions of this paragraph.

(1) All heat-producing and open-flame equipment will require inspection and issuance of a DA Form 5383-R by fire department personnel prior to the start of work. This includes, but is not restricted to: ox-acetylene torches, propane torches, welders, space heaters, and tar kettles.

(2) Areas around the vicinity of open-flame operations will be clear of flammable and highly combustible materials.

(3) An operable fire extinguisher (10 lb ABC type) will be on hand at the work site.

(4) At the completion of open-flame operations and prior to leaving the work site, the area will be re-inspected by fire department personnel.

b. All welding and cutting equipment and operations will be IAW standards and recommended practices of ANSI Z49.1 and the recommendations of the NFPA.

(1) All welding and cutting equipment will be inspected daily. Defective equipment will be removed from service, replaced or repaired, and re-inspected again before being placed in service.

(2) All oxygen-fuel gas cutting and welding equipment will have reverse-flow check valves between torch and regulator. Manifold systems will have the reverse-flow check valves installed at the manifold connections.

(3) All compressed-gas cylinders will be secured in an upright position and have safety caps in place when cylinders are not in actual use.

(4) All valves will be shut off at the torch and cylinder whenever work is suspended. Regulators and hoses will be disconnected from cylinders when work has been completed or when equipment will no longer be in use and the safety caps replaced. All gauges will read 0, to ensure all hose lines are drained.

(5) Boxes used for the storage of gas hose will be ventilated.

(6) Acetylene regulators will not be adjusted to permit a discharge greater than 15 psig (1134 kg/cm).

c. The installation of or modification to installed or fixed oxygen-fuel gas systems will comply with the National Fire Codes (NFPA 51).

d. Tar kettles will not be located any closer than 20 feet to a building or 100 feet to an ammunition or explosive storage area. An attendant will be present at all times while the tar kettle is in operation and will ensure the tar kettle is completely secure at the end of the workday. A fire extinguisher will be on hand for each tar kettle in use.

e. All fires, regardless of size, will be reported to the fire department.

f. The use of smoking materials is prohibited where they will constitute a fire/safety hazard or where posted by the fire department.

g. All contractor employees shall comply with RIA regulations on smoking and smoking areas.

11-3. Mobile Homes and Trailers Used for Temporary Offices.

a. Requirements for additional or temporary office space during remodeling or until permanent facilities can be constructed are sometimes fulfilled by the use of mobile home type structures and even travel trailers.

b. Most users prefer to locate these structures as close to the main building as possible to minimize travel distances and exposure to the weather. However, they constitute a fire hazard due to their combustibility and, as

such, are a threat to nearby buildings and structures. For this reason, criteria for use and siting of mobile homes and trailers must be as follows:

(1) Separation from other buildings. Other building wall surfaces:

- (a) Wood - 40 feet.
- (b) Aluminum side on wood frame - 40 feet.
- (c) Steel panel on steel frame - 20 feet.
- (d) Masonry with wired glass windows - 10 feet.
- (e) Masonry with plain glass windows - 15 feet.
- (f) Solid masonry - no windows - 0 feet.
- (g) Masonry veneer on wood frame - 15 feet.

(2) Separation from other mobile units:

- (a) Side to side - 10 feet.
- (b) End to end - 6 feet.
- (c) End to side - 8 feet.

(3) Multiple/group units may require greater separation distances than in sub-paragraphs (1) and (2) above.

c. Each mobile home unit will be equipped with at least one hand portable fire extinguisher with a minimum rating of 2A-10B:C. Multi-purpose dry chemical extinguishers of the proper size can meet this requirement. The halon extinguisher is no longer acceptable for use on a federal installation. More, larger, or different types of extinguishers may be needed depending on the area and occupancy of each mobile unit. See NFPA Standard 10 for criteria on distribution, inspection, and maintenance of portable extinguishers. If the dollar value, mission criticality, or hazard of operation warrant, heat or smoke detection, sprinkler, or total flooding extinguishing systems may be required.

d. Utilities' electrical service, heating, and air-conditioning should, as a minimum, be installed IAW NFPA Standard 501A.

e. Life Safety. Because mobile home type units are small (usually 1,000 square-feet or less), there is a tendency to group them to create larger work areas. Care must be taken to ensure adequate life safety features are maintained in multiple as well as single units. Prior to siting and occupancy of mobile units, fire department personnel should be consulted to determine requirements for exits, emergency lighting, and fire alarms.

11-4. Miscellaneous.

a. Fire hydrants, fire sprinklers, and fire alarm systems will be turned on and off by fire department personnel. Exception: Base operations

contractor working on these systems shall notify the fire department prior to removing any of these systems from service and after the systems have been restored to service.

b. The contractor shall be responsible for providing their own hose, hose connections, and hydrant wrenches to fire hydrants.

c. Contractor vehicles and equipment shall be located in areas assigned by the fire department and the police department only.

d. Contractors shall notify the fire department and the police department of all street closings and blocking of fire lanes, fire hydrants, and sidewalks.

e. All temporary electrical wiring will comply with the National Electrical Code NFPA 70.

Appendix A

REFERENCES

A-1. Regulations.

- a. AR 335-15, Management Information Control System, 28 Oct 96.
- b. AR 385-55, Prevention of Motor Vehicle Accidents, 12 Mar 87.
- c. AR 420-10, Mgt of Installation Directorates of Public Works, 15 Apr 97.
- d. AR 420-90, Fire and Emergency Services, 10 Sep 97.
- e. American Gas Association Standards.
- f. National Electric Code.
- g. National Fire Protection Association (NFPA) regulations.
- h. RIA Disaster Control Plan.
- i. Life Safety Code 101.
- j. ANSI Z49.1, American Welding Society, Safety in Welding and Cutting.
- k. AMCR 385-100, Safety Manual, 26 Sep 95.

A-2. Forms.

- a. RIA Form 420-18, Pre-Construction Conference Record, Mar 02.
- b. DA Form 4283, Facilities Engineering Work Request, Aug 78.
- c. DA Form 5383-R, Hot-Work Permit, Sep 92.